

Washington
Military
Department



Emergency
Management
Division

Effective Date: July 1, 2011

Page 1 of 1

E911 COORDINATOR FORUM ATTENDANCE POLICY

Cancels all previous E911 Coordinator Forum Attendance Policies

See Also:

WAC 118-66

E911 County Contract Policy

E911 County Regionalization Contract Policy

E911 Training Policy

E911 Washington State Patrol Contract Policy

COORDINATOR FORUM ATTENDANCE POLICY

This policy applies to all counties/WSP with contracts and does not require local revenue to be used against expenses.

Coordinator Forums – Line Item CPD1

- Each County/WSP is eligible to send a total two PSAP/E911 Office employees. One of the two must be the 911 Coordinator, as they are required to attend each forum and the second eligible person should be selected to attend based on the topics being discussed at the forum.
- The Coordinator Forums are held three times a year and are typically scheduled for the third week of the following months with the exception of June:
 - October - Fall Training Conference/Forum
 - March - Spring Training Conference/Forum
 - June – Summer Training Conference/forum
- All expenses related to attending the Forum must be claimed for reimbursement as a whole after the event and expenses have been paid by the county/WSP. If registration fee was previously reimbursed by the State Office, you must indicate the month it was reimbursed. Forum expenses must be submitted for reimbursement within 60 days of the actual event.
- All counties/WSP are eligible to receive travel reimbursement through county/WSP contracts for up to two PSAP/ E911 office employees. Reimbursement includes meals, travel, and lodging incurred in accordance with local jurisdictions travel policy and not to exceed State travel rates.
- Additional PSAP/ E911 office employees may attend Coordinator Forums, but will not be reimbursed under this line item (CPD1). See Training Policy for possible training reimbursement line items.

Approved by:

Kurt Hardin 6 MAY 2011

Kurt Hardin, Acting State E911 Administrator